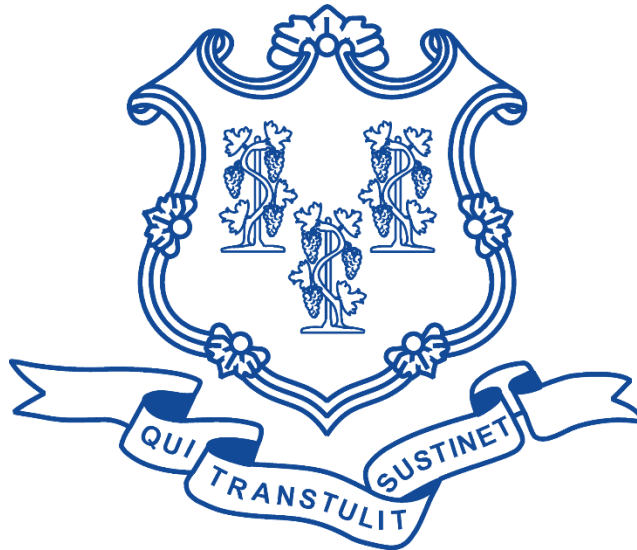


State of Connecticut



WebEOC User Guide for Municipality / Tribal Nation

Version 1.4
July 6, 2016

Prepared by
Department of Emergency Services and Public Protection
(DESPP)
Division of Emergency Management and Homeland Security (DEMHS)

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Introduction

WebEOC is a web-based emergency management information system used by the State of Connecticut to document routine and emergency events/incidents. Web EOC provides a real-time common operating picture and resource request management tool for emergency managers at the local and state levels during exercises, drills, local or regional emergencies, and/or statewide emergencies.

Training

WebEOC trainings are listed on DEMHS training calendar on line, and distributed throughout regional offices www.ct.gov/demhs/ical/calendar.asp WebEOC trainings are typically held once a month, unless requested for large groups. Municipal/Tribal Nation Emergency Management Directors (EMDs) are ultimately responsible for delegating credentials for their respective staff.

REGISTERING A NEW USER/CREATING A NEW ACCOUNT

To complete self-registration, you will need the name of the position you will be assigned to, and the position access code (PAC).

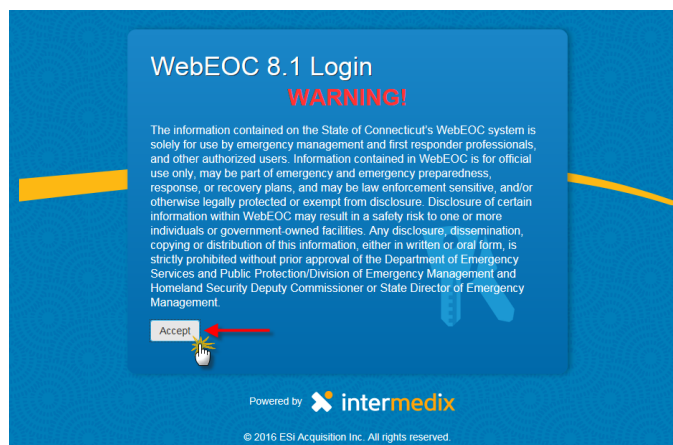
Position Access Codes (PACs)

A PAC is a position-specific code that your administrator generates in WebEOC. This is an example of a PAC: R}e9oP5!.

Creating a WebEOC User Account

To create a WebEOC user account, follow the steps below.

1. Access WebEOC here <https://www.webeoc.ct.gov/eoc7>



2. From the WebEOC Login screen, select the New User? Click here to create an account link.



3. When the Create Account screen appears, enter your position name in the Position Name field, and enter your position access code in the Position Access Code field.
4. Select the OK button to continue, or select the Cancel button to abort the operation.



5. In the second Create Account screen, enter a user name for your new account in the User Name field.
***NOTE: Utilize your first and last name with a space between them as a user name (ex: Bob Smith). If that user name is taken – you may add a middle initial between your first and last name (ex: Bob J Smith).**
6. Enter a password for this account in the Password field, and confirm the password in the Confirm Password field.

Note: If you reenter your password incorrectly, a warning will appear.

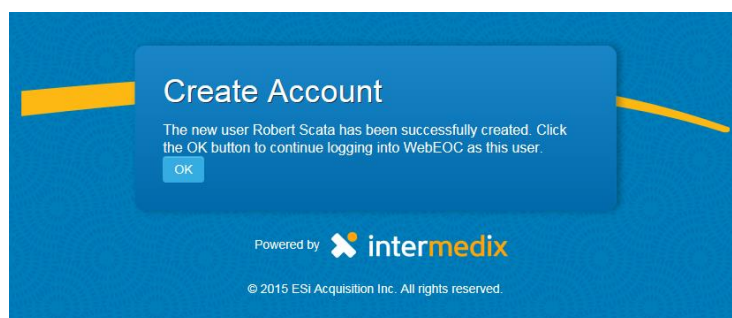
7. Enter your primary e-mail address in the Primary Email field.
8. Enter any additional e-mail addresses in the Secondary Email field, and select the Add button.

Note: There is no limit to the number of e-mail addresses you can enter. Repeat step 8 to enter additional e-mail addresses.

The following settings are set to a default selection. Do not make any changes:

9. Select a language from the Language Locales box. English is selected by default
10. Select a format from the Format Locales box. English is selected by default
11. The time zone defaults to the setting configured on your WebEOC server.
12. Select the Default drop-down list, and choose a new time zone.
13. If you chose a new time zone, select the Use Daylight Saving Time checkbox if your agency observes daylight savings time.

When you have completed the Create Account screen, select the Save button to save your new account, or select the Cancel button to abort the operation. You will be returned to the WebEOC Login screen.



Logging in to Your New User Account

To log in to your new user account, follow the steps below.

1. Access the State of Connecticut's WebEOC site.



2. In the WebEOC Login screen, enter your user name in the User Name field, and enter your password in the Password field.
3. Select the OK button.



4. Select your position from the Position drop-down list, and select your incident from the Incident drop-down list.

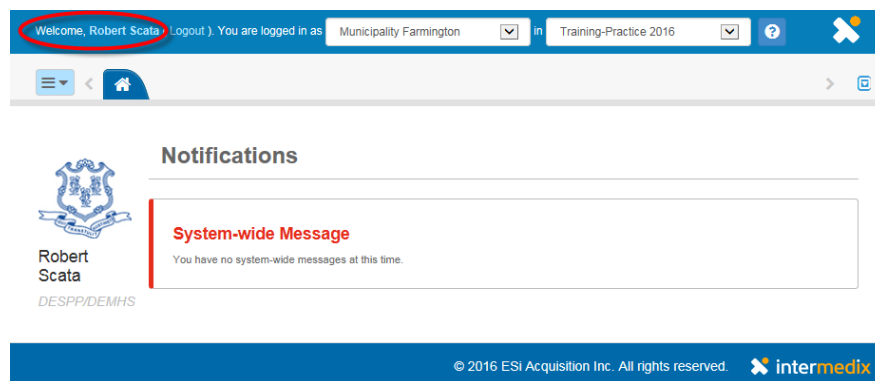


5. Select the OK button to continue, or select the Cancel button to abort the operation.



The image shows the WebEOC 8.1 Login screen. It has a blue background with a white login form. The form is titled "WebEOC 8.1 Login" and "Additional Login Information". It contains fields for Name, Location, Phone Number, Email, and Comments. The Name field is filled with "Robert Scata" and has a green checkmark. The Phone Number field is filled with "860-256-0894" and has a green checkmark. The Email field is filled with "robert.scata@ct.gov" and has a green checkmark. The Location and Comments fields are empty. There are "Cancel" and "Continue" buttons at the bottom of the form. A red arrow points to the "Continue" button. The screen is powered by intermedix.

The WebEOC Logged In screen will appear, and your WebEOC Control Panel will open in a separate window. In order to reduce the number of windows that you have open at a time, the Logged In window can be closed without logging you out of WebEOC. See the “WebEOC Control Panel User’s Aid” for detailed instructions on your Control Panel.



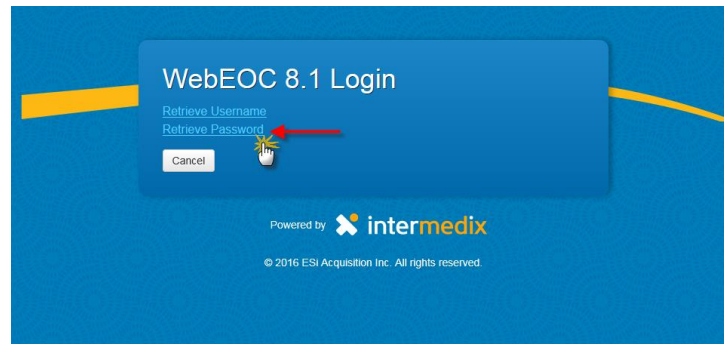
Forgot Your Username or Password?

To retrieve your username or reset your password, follow the steps below.

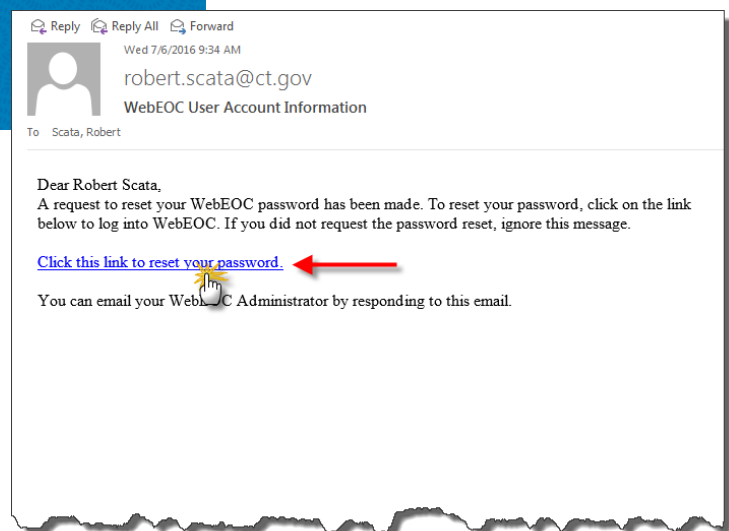
1. From the WebEOC Login screen, select the Forgot Username/Password? link.
2. Select the Retrieve Username or Reset Password link.



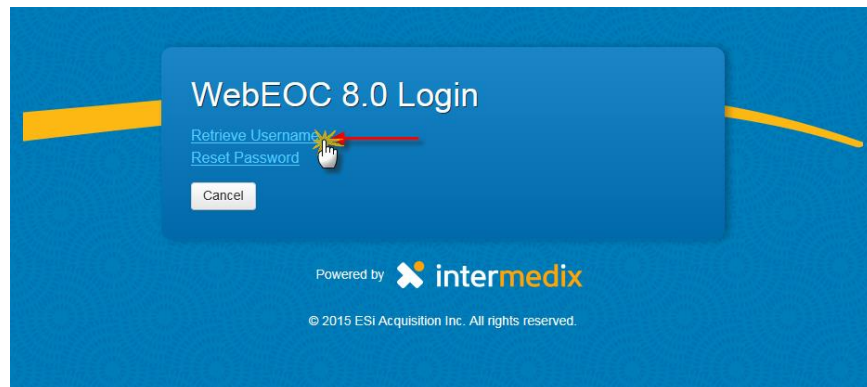
3. If you select the Reset Password link, enter your username and e-mail address in the fields provided, and select the Continue button.



A message containing a link to reset your password will be sent to your e-mail account.



4. If you select the Retrieve Username link, enter your e-mail address in the Email Address field, and reenter it in the Confirm Address field.



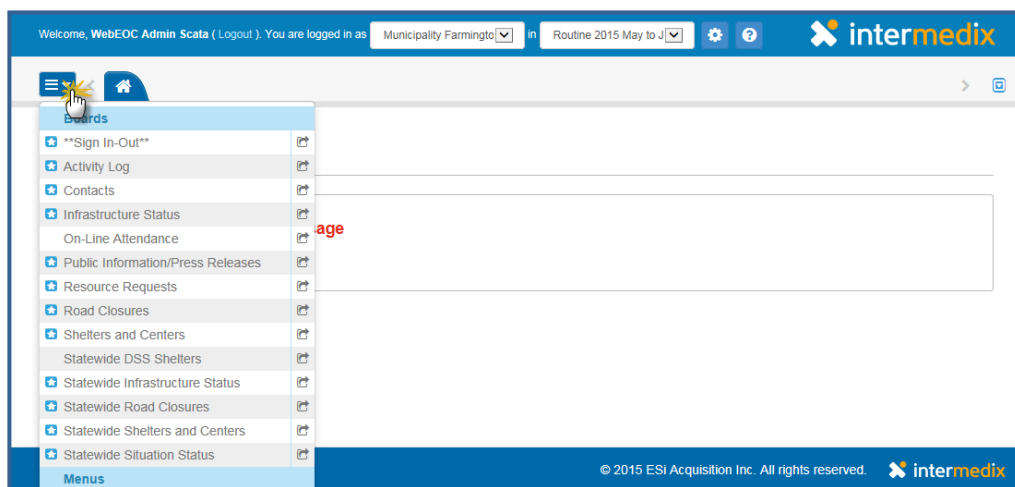
5. Select the Continue button, and a message containing your username will be sent to your e-mail account.



WebEOC Boards (Data Entry)

Suggested Standard Operating Procedures for all WebEOC Events:

- Log In
- General note: you will have “home” tab – any tabs you left from your previous session should still be at the top
- By clicking on the drop-down menu on the top-left of the screen, you will see all of the available boards, menus, and links.



Update Municipality/Tribal Nation Information:

- Update the “Infrastructure Status” board for your municipality / tribal nation.
- Road Closures: add any road closures to the Road Closure Board.
- Shelters: update any open shelter information on the Shelters and Centers Board.
- Request Resources: Should you have a need to request another towns', regional, or state resource, submit your request in the Resource Request Board.

IMPORTANT NOTES:

- Plus signs (+) in the right hand column, no longer open a new record for data entry. They will be removed during Intermedix's next WebEOC update.
- Be sure to click SAVE at the end of each data entry screen.
- Report numbers: On some boards, there is a unique identifying number for each entry in the dashboard view. This number is not sequential, but it identifies each unique report so that it is distinguished from other entries.

1. Sign In-Out Board

Sign-In to WebEOC in the instance by navigating to the “Sign In-Out” board from the drop-down menu. When you are signed in to this board, all users in this instance will be able to view that you are actively working within WebEOC. It is very important to remember to sign-out at the end of your shift.

- Click on “Sign In”
- A screen will pop-up with your details
- Click “save”

Welcome, WebEOC Admin Scata (Logout). You are logged in as Municipality Farmington in Routine 2015 May to June

Sign In-Out
Incident: Routine 2015 May to June

Print Current EOC Staffing

Sign In/Out History Currently Signed In

Search: Search Clear Search

Position	Name	Contact #	Log In Time	Sign Out
Municipality Andover	Jeff MacDonald	706-823-0911	05/07/2015 14:29:55	
Municipality Ashford	Jeff MacDonald	706-823-0911	05/07/2015 14:29:28	
Municipality Avon	cindy	8602560874	08/21/2015 10:23:56	
Municipality Bozrah	Mike Caplet	860-465-5460	07/09/2015 10:00:04	
Municipality Colchester	Blue Dog	8602090334	08/26/2015 09:51:00	
Municipality East Hartford	Robert Drozynski	66666	08/27/2015 13:46:30	
Municipality Greenwich	Robert Kenny	860-250-2478	08/26/2015 09:50:37	
Municipality Hartford	Robert Drozynski	DESPP HQ	08/27/2015 12:24:10	

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Welcome, WebEOC Admin Scata (Logout). You are logged in as Municipality Farmington in Routine 2015 May to June

Sign In
Incident: Routine 2015 May to June

Details

Position: Municipality Farmington
Name: Robert Scata
Location:
Contact #: 860-256-0894
Email: robert.scata@ct.gov
Date/Time In: 3/8/2016 09:29:13


Save Cancel

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2. Activity Log Board

The Activity Log Board allows you to document actions taken by personnel in your position during each shift. It is an internal view board only. It allows your agency to track event names and details, event status, contact information, position and name of those reporting, maps of the area, and more.

Any posting to this log can be shared on the “Statewide Situation Status” Board. To accomplish that, check the box labeled “Post to Statewide Situation Status” and click Save. The entry will be reviewed by the Duty Officer or other authorized SEOC MAC representative and posted as appropriate.



Activity Log (ICS-214)

Incident: Routine 2015 May to June

Details

Date/Time: 3/8/2016 09:34:34
Event Type: Please Choose Event... *Required
Priority: (Select)
Address/Location:

(Street address, city, state, zip code)

After entering the address click the Get Address button to generate the Lat/Long prior to saving the request.

Lat/Long: /

Attachment 1:
Attachment 2:


Details:

☐

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☐ Disable Refresh?

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3. Contact List Board

The Contact List Board allows individuals to self-register their contact information to be included in this system-wide directory. Information that can be recorded for each contact includes: agency (or person) name; telephone, mobile, and pager numbers; physical and email addresses; special notes or comments for the contact; and more. All users are responsible for the accuracy of their own data as this board is not maintained by any one group.

Contacts
Incident: Routine 2015 May to June

Contact

Last: First:
 Agency: (Select)
 Title:
 Department/Town:
 Address:
 City: State: Zip Code:
 Email 1: Email 2: Email 3:
 Notes:

Contact Numbers

Business Cell: Personal Cell: Satellite Phone:
 Business 1: Business 2: Home:
 Pager: Fax: Other:

Save Cancel

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4. Infrastructure Status Board

This data-entry board feeds local status information into the “Statewide Infrastructure Status” board. This board displays the current status of every municipality’s/tribal nation during an emergency event.

In order to update your status information, click on the “Update Record” button on the upper-right of the board. Fill in each applicable data block with the current applicable information. When completed, click the “Save” button on the bottom-right of the board. This information will not be viewable to all users on the “Statewide Infrastructure Status” board as well as on this local view.

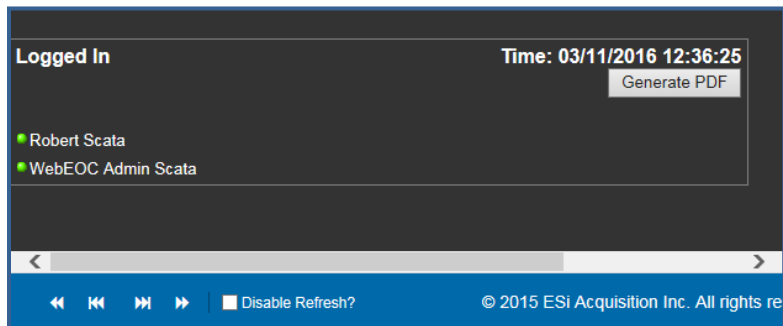
The screenshot shows the 'Municipality/Tribal Nation Infrastructure Status' form within the WebEOC Admin interface. The form is titled 'Municipality/Tribal Nation Infrastructure Status' and includes a sub-header 'Incident: Routine 2015 May to June'. The form is divided into several sections:

- EOC Location:** Includes fields for DEMHS Region (Region 4), Municipality/Tribal Nation (Franklin), EOC Location (e.g. Fire Station, Community Center, etc.), Address (with a note to click 'Get Address' or 'Map It' after entering the address), and Lat/Long.
- EMD Contact Name:** Includes fields for EMD Contact Name and EMD Contact Phone.
- EOC Status:** Includes a dropdown for EOC Activation Status (Closed), EOC Phone, EOC Open Date, and EOC Close Date (with a note to click 'calendar to update').
- Declarations:** Includes a dropdown for Local Declaration of Emergency (No) and an Attachment field with a 'Browse...' button.
- Municipal Buildings Impacted:** Includes a dropdown for Office Status (Closed), Expected Close Date/Time, and Expected Open Date/Time (both with notes to click 'calendar to update (24-hr Time Format)').
- Additional Information:** Includes a grid of fields for various impacts: Curfews (No), Schools Impacted (Open), Evacuation (None), Damaged Residences (0), CERT/MRC Activations (0), Uninhabitable Residences (0), Fatalities (0), Destroyed/Damaged Businesses (0), Injuries (0), Closed for Other Reason Businesses (0), Municipal Buildings Impacted (No), Critical Facilities Impacted (0), Polling Locations Impacted (No), and Public Transportation Closed (No).
- Comments:** A large text area for user comments.

At the bottom of the form, there are buttons for 'Delete Record', 'Save', and 'Cancel'. The footer of the page includes navigation links, a 'Disable Refresh?' button, and copyright information: '© 2015 ESI Acquisition Inc. All rights reserved. intermedix'.

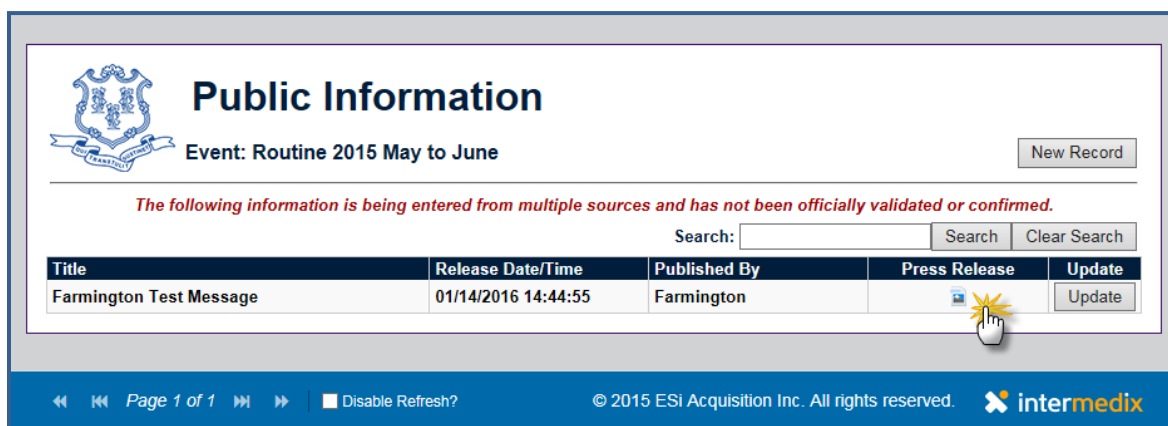
5. Online Attendance Board

Displays users, by position name, which are currently logged into WebEOC.



6. Public Information/Press Releases Board

Any press releases, official forms, statute waivers, or other official statements from WebEOC users, are published on this board. To post a new document, click on “New Record” at the top-right of the board. Fill in each applicable data block with the appropriate description and click on the “Browse” button to attach a file from your local/shared computer drives. It is recommended to post documents in .PDF format.



7. Resource Request Board

The Resource Request Board allows users to document a resource request in WebEOC. This board can capture several types of resource requests:

1. Record Only (Local Mutual Aid) – this type of request is recorded after mutual aid has already been requested and delivered. It is used for documentation purposes only.
2. Regional Mutual Aid (e.g. REPT/RRCC)
3. State Resource Request (DEMHS Regional Office)
4. State Resource Request (Interagency)

Each request is automatically assigned a unique tracking number (non-sequential), and is displayed in a table that is able to be sorted by any of the column headings. Requestors can track the request through the entire process from request submission, to approval, fulfillment and delivery status. The system records the time and individual updating or editing the record.

Step-by-Step Guidance for documenting a State Resource Request


In the event a user is requesting a resource, asset, or any other form of assistance from the State of Connecticut through their DEMHS Regional Office, the first step should always be to contact the appropriate DEMHS Regional Coordinator via standard communication methods (i.e. phone or pager).

1. Municipality/Tribal Nation EMD or designee inputs resource request in the Resource Request Board
 - a. Select the “Resource Request Board” from the main menu
 - b. Click “New Record” in the upper-right of the board.

- i. NOTE: You will notice that the incident name and date/time stamp are pre-filled. The date/time should NOT be changed manually.
- c. Begin by filling out the contact information (some fields will be pre-filled for you)
- d. Fill out the “Request Task Details” box
 - i. Choose the “Request Type” from the drop-down menu (see 1-4 detailed above – i.e. “record only”, etc.)

- e. NOTE: In order to expedite the request it is critical to provide a detailed description **of the need** you are requesting to be filled. Failure to do so may result in unnecessary delays in fulfilling the request.
 - f. Select the “Resource Request Type” from the drop-down list, which includes the standard NIMS typing list of possible resources
 - i. Selecting “Commodities” will provide you with specific fields below, including food, water, cots and blankets, tarps, medical ice
 - 1. NOTE: The format of these fields mirrors the existing “Commodities Request Form”
 - g. Fill out the “Coordinating Instructions” if you have specific requirements for the request which need to be detailed.
 - h. Fill out the “Delivery Location” fields – these are all required
 - i. Fill out the “Assignment Details” fields.
 - i. By selecting “Priority”, “Expedited”, “Routine”, or “Extended” levels, the “Date/Time Due” will automatically be calculated
 - j. The requestor should be sure to select the “SEOC MAC Region 0X Office” from the “Assigned To” drop-down menu
 - k. You may attach any supporting documentation (pictures or documents) in the “Attachments” fields.
 - l. Click “Save” to submit the request
 - m. NOTE: If requesting State resources, the CEO of the municipality/tribal nation, must have approved the request. The user must check this box to authenticate the request.
- 2. DEMHS Regional Coordinator or designee reviews the request
 - a. If additional data or clarification is necessary, the DEMHS Regional Coordinator will contact the municipality/tribal nation and request that clarification or additional data is added to their request on the WebEOC board. The DEMHS Regional Coordinator or their designee will note the request for clarification in the “Comments” field for record-keeping purposes.
 - b. Once the request has adequate information, the Regional Coordinator (RC) will review for accuracy and eligibility and move the request to the next stage by changing the “Status” to “Need more Information” or leave as “In Progress” and add a comment explaining the change in status
 - c. The RC may assign the request to the appropriate resource manager or task force
 - 3. The SEOC Resource Manager will assign the request to the appropriate task force or department. If there is no SEOC Resource Manager on duty, the RC may also assign the request to the appropriate task force.
 - 4. The task force or department may change the “Status” to “Need More Information”, or “In Progress” or “Completed”, and will add a note in the “Comment” field to detail the change in status.

5. The status of the request may only be changed to “Cancelled” by the original requestor or the DEMHS Regional Office on their behalf. A note should be added to the “Comment” field to explain the cancellation.
6. The status of the request may only be changed to “Completed” by the entity that fulfills the request. A note should be added to the “Comment” field to explain the status change.
7. NOTE: Comments may only be added to the “Comment” field from the form screen – NOT from the “Update Record” screen.



Resource Request

Incident: Routine 2015 May to June

Request/Task Assignment

Incident Name:
Routine 2015 May to June

Date/Time:
3/8/2016 12:39:34

Contact Information

Requesting Position
Municipality Franklin

Region
Region 4

Primary Contact *Required
Robert Scata

Primary Contact # *Required
860-256-0894

Secondary Contact #

Primary Email *Required
robert.scata@ct.gov

Alternate Contact

Alternate Contact #

Secondary Contact #

Alternate Email

Request/Task Details

Request Type:

Detailed description:

ATTENTION: In order to expedite the request it is critical to provide a detailed description of the need you are requesting to be filled. Failure to do so may result in unnecessary delays in filling the request.

Resource Request Type

What are you requesting
 [(Select)]

Resource Details

Unit of Measure
 [(Select)]

Quantity
 0

Coordinating Instructions

(List any special requirements such as the need for personal protective equipment, food, fuel, supplies, etc.)

Delivery Location

POC:

POC Number:

Location:

Address:

(Street address, city, state, zip code)
 After entering the address click the Get Address button to generate the Lat/Long prior to saving the request.

Lat/Long:

Assignment Details

Priority *Required
 [(Select)]

Date/Time Due *Required

Assigned To:

Attachments

Description 1:

Attachment 1:

Description 2:

Attachment 2:

Description 3:

Attachment 3:


Step-by-Step Guidance for documenting Regional Mutual Aid (e.g. REPT/RRCC)

In the event a user is requesting a mutual aid resource, asset, or any other form of assistance from the Region (REPT/RRCC), the first step should always be to contact the appropriate regional liaison through standard communication methods (i.e. phone or pager) utilizing each Region's protocols.

1. Municipality/Tribal Nation EMD or designee inputs resource request in the Resource Request Board
 - a. Select the "Resource Request Board" from the main menu
 - b. Click "New Record" in the upper-right of the board.
 - i. NOTE: You will notice that the incident name and date/time stamp are pre-filled. The date/time should NOT be changed manually.
 - c. Begin by filling out the contact information (some fields will be pre-filled for you)
 - d. Fill out the "Request Task Details" box
 - i. Choose the "Request Type" from the drop-down menu (see 1-4 detailed above – i.e. "record only", etc.)

- e. NOTE: In order to expedite the request it is critical to provide a detailed description **of the need** you are requesting to be filled. Failure to do so may result in unnecessary delays in fulfilling the request.
- f. Select the "Resource Request Type" from the drop-down list, which includes the standard NIMS typing list of possible resources
 - i. Selecting "Commodities" will provide you with specific fields below, including food, water, cots and blankets, tarps, medical ice
 1. NOTE: The format of these fields mirrors the existing "Commodities Request Form"
- g. Fill out the "Coordinating Instructions" if you have specific requirements for the request which need to be detailed.

- h. Fill out the “Delivery Location” fields – these are all required
 - i. Fill out the “Assignment Details” fields.
 - i. By selecting “Priority”, “Expedited”, “Routine”, or “Extended” levels, the “Date/Time Due” will automatically be calculated
 - j. The requestor should be sure to select the “SEOC MAC Region 0X Office” or the custodial/cooperating municipality/tribal nation in possession of the asset/resource from the “Assigned To” drop-down menu
 - i. NOTE: This will vary depending on operational procedures within your region.
 - k. You may attach any supporting documentation (pictures or documents) in the “Attachments” fields.
 - l. Click “Save” to submit the request
- 2. As per your Region’s operational protocols, the custodial/cooperating municipality/tribal nation or REPT/RRCC liaison will review the request and follow existing procedures.
 - a. If additional data or clarification is necessary, the regional point of contact will contact the municipality/tribal nation and request that clarification or additional data is added to their request on the WebEOC board. The regional point of contact or their designee will note the request for clarification in the “Comments” field for record-keeping purposes.
 - b. Once the request has adequate information, the regional point of contact will review for accuracy and eligibility and move the request to the next stage by changing the “Status” to “Need more Information” or leave as “In Progress” and add a comment explaining the change in status
 - c. The regional point of contact may assign the request to the appropriate resource manager or task force
- 3. The status of the request may only be changed to “Cancelled” by the original requestor or the regional point of contact on their behalf. A note should be added to the “Comment” field to explain the cancellation.
- 4. The status of the request may only be changed to “Completed” by the entity that fulfills the request. A note should be added to the “Comment” field to explain the status change.
- 5. NOTE: Comments may only be added to the “Comment” field from the form screen – NOT from the “Update Record” screen.



Resource Request

Incident: Routine 2015 May to June

Request/Task Assignment

Incident Name:
Routine 2015 May to June

Date/Time:
3/8/2016 14:43:11

Contact Information

Requesting Position

Region

Primary Contact *Required

Primary Contact # *Required

Secondary Contact #

Primary Email *Required

Alternate Contact

Alternate Contact #

Secondary Contact #

Alternate Email

Request/Task Details

Request Type:

Detailed description:

ATTENTION: In order to expedite the request it is critical to provide a detailed description of the need you are requesting to be filled. Failure to do so may result in unnecessary delays in filling the request.

Resource Request Type

What are you requesting
 *Required

Resource Details

Unit of Measure
 *Required

Quantity
 *Required

Coordinating Instructions

(List any special requirements such as the need for personal protective equipment, food, fuel, supplies, etc.)

Delivery Location

POC: *Required
 POC Number: *Required
 Location: *Required
(ex. "Fire Department", "Middle School", etc.)
 Address: *Required
(Street address, city, state, zip code)
After entering the address click the Get Address button to generate the Lat/Long prior to saving the request.
 Lat/Long: /

Assignment Details

Priority *Required

Date/Time Due *Required

Assigned To:

Attachments

Description 1:

Attachment 1:

Description 2:

Attachment 2:

Description 3:

Attachment 3:

8. Road Closures

This board shows your reported road infrastructure status during an emergency event. The table can be sorted by any heading and the status update is a simple drop down menu choice. This board follows the definitions of road closures as detailed in the CT Make-Safe procedures.

To post a new road closure, click on “New Record” at the top-right of the board. Fill in each applicable data block with the appropriate description and click on the “Save” button on the bottom-right of the board to input.

Local Road Closures

Incident: Routine 2015 May to June

Generate PDF New Record


The following information is being entered from multiple sources and has not been officially validated or confirmed. This Road Closure Board is for situational awareness only. When entering road status, please use the definitions found in the [Make Safe Protocol](#) (for example, a road is considered closed when there is no other egress available).

Region: All Records Search: Search Clear Search

Region	Town	Status	Road Impacted	Reason	Cross Streets	Last Updated	Detail	Edit
--------	------	--------	---------------	--------	---------------	--------------	--------	------

Page 1 of 1 Disable Refresh? © 2015 ESI Acquisition Inc. All rights reserved. intermedix

NOTE: This data entry feeds a real-time status board (Statewide Road Closures). It is important that as the road status changes, you update the record submitted in WebEOC.

 <h2>Road Closures</h2>	
Incident: Training-Practice 2016	
<p><i>The following information is being entered from multiple sources and has not been officially validated or confirmed. This Road Closure Board is for situational awareness only. When entering road status, please use the definitions found in the Make Safe Protocol (for example, a road is considered closed when there is no other egress available).</i></p>	
Reporting Information	
Contact Name:	Robert Scata *Required
Department/Agency:	Police *Required
Primary Phone:	860-256-0894 *Required
Alternate Phone:	<input type="text"/>
Email Address:	robert.scata@ct.gov *Required
Road Closure Status	
Region:	Region 3
Town:	Farmington
Road Status:	BLOCKED – not accessible *Required
Road Impacted:	Birdseye Rd / Mountain Rd *Required
Between (Cross Street #1)	Birdseye Rd *Required
and (Cross Street #2)	Mountain Rd *Required
Reason Road is Closed	
Reason:	Fire *Required
Details:	Car Fire
Map Closure	
Map Label:	Birdseye Rd / Mountain Rd
Address:	399 Mountain Rd, Farmington, CT 06032 Get Address Map It Closes: mailing address
Lat/Long:	41.7126175658821 / -72.808782173927
Other Information:	
Suggested Detour:	Birdseye Rd to the end then turn left onto South Rd. Take a left onto Farmington Ave (RT4) Turn right at the light (RT508) Turn left at High Street. Turn left on Mountain *Required
Other Details:	<input type="text"/>
Time and Date Closed:	07/06/2016 12:13:57 *Required
Est. Time and Date Open:	<input type="text"/>
Attachment:	<input type="text"/> Browse...
Delete Record Save Cancel	

9. Shelters and Centers

This board shows the identified shelters and centers (i.e. warming, cooling, charging, respite, etc.) in your municipalities/tribal nations. This data entry feeds a real-time status board (Statewide Shelters and Centers) that remains static across all WebEOC incidents. It is critical that the current status of these shelters are updating on a regular basis.

To add a new shelter or center, click on “New Record” at the top-right of the board.

Local Shelters and Centers
Event: Routine 2015 May to June

Generate PDF
New Record

The following information is being entered from multiple sources and has not been officially validated or confirmed.

Search: Search Clear Search

Name	Region	Town	Status	Management	Type	Capacity	Occupancy	Availability	ARC	UA	PF	GEN	Last Update	Details	Update
Totals:						0	0	0							

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This board is critical to determining the Situation Status of the entire State. Officials rely on this data to prioritize and direct resources and assets where they are needed most. 211 Infoline and the American Red Cross also rely on this information when referring those in need of shelter and directing volunteer resources to support them. Therefore, it is critical that this board be updated at the local level, as accurately and timely as possible in an emergency or other event.

Good times to update this board are by 6 am every morning, and by 9 pm in the evenings. This allows State Officials to determine how many people are being served total and how many are actually sheltering overnight.

Red Cross or other designated Shelter Managers can be assigned a municipal login so that they may manage the shelter data for the municipality or multi-jurisdictional shelter.

Multi-Jurisdictional or community specific shelters, warming, cooling, or charging centers are listed on this board. This information is entered and updated by local communities and critical for the State EOC, 211 Connecticut and the American Red Cross to assist with providing public information and shelter population management during emergencies. See Appendix B.

Fill in each applicable data block with the appropriate description and click on the "Save" button on the bottom-right of the board to input.



Shelters and Centers

Event: Training-Practice 2016

Shelter Information

Shelter Name:
 DEMHS Region:
 Town:
 Address:
(Street address, city, state, zip code)
After entering the address click the Get Address button to generate the Lat/Long prior to saving the request
 Lat/Long: /
 Capacity:
 Current Population:
 Availability:
 Status:
 Hours of Operation:
 Type of Shelter:
 Shelter Management:

Services Provided

Food Service: ☐
 Charging available: ☐
 Showers available: ☐

Shelter Capabilities

ARC Surveyed: <input checked="" type="checkbox"/>	Pet Friendly: <input type="checkbox"/>
Universal Access: <input checked="" type="checkbox"/>	Generator: <input checked="" type="checkbox"/>
ADA Compliance: <input checked="" type="checkbox"/>	Cooling/Warming: <input type="checkbox"/>

Shelter Point of Contact

Primary Contact: *Required
 Primary Phone: *Required
 Alternate Phone:
 Notes:
 Secondary Contact:
 Primary Phone:
 Alternate Phone:
 Notes:

Comments

To edit data related to an existing shelter or center, click on the “Update” button on the right side of the screen on the shelter or center.

Welcome, WebEOC Admin Scata (Logout). You are logged in as Municipality Farmington in Training-Practice 2016

Shelters and Centers

Local Shelters and Centers
Event: Training-Practice 2016

Generate PDF
New Record

The following information is being entered from multiple sources and has not been officially validated or confirmed.

Search: Search Clear Search

Name	Region	Town	Status	Management	Type	Capacity	Occupancy	Availability	ARC	UA	PF	GEN	Last Update	Details	Update
Farmington High School	Region 3	Farmington	Closed	Local - CERT	Local Shelter	400	0	400					01/14/2016 14:08:53	Select	Update
Totals:						400	0	400							

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To view the detailed information related to an existing shelter or center, click on the “Details” button on the right side of the screen on the shelter or center.

Welcome, WebEOC Admin Scata (Logout). You are logged in as Municipality Farmington in Routine 2015 May to June

Shelters and Centers

Local Shelters and Centers
Event: Routine 2015 May to June

Generate PDF
New Record

The following information is being entered from multiple sources and has not been officially validated or confirmed.

Search: Search Clear Search

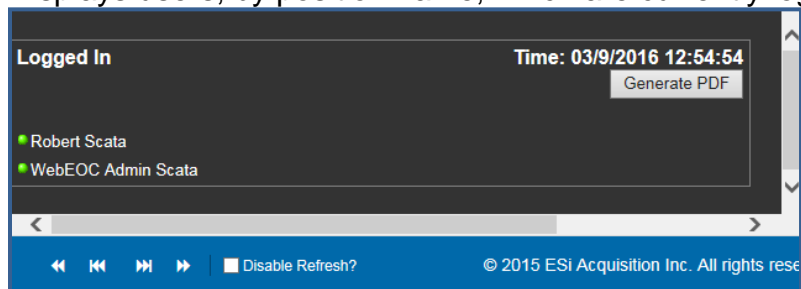
Name	Region	Town	Status	Management	Type	Capacity	Occupancy	Availability	ARC	UA	PF	GEN	Last Update	Details	Update
Farmington High School	Region 3	Farmington	Closed	Local - CERT	Local Shelter	400	0	400					01/14/2016 14:08:53	Select	Update
Totals:						400	0	400							

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WebEOC Statewide Boards (Read Only)

10. Online Attendance Board

Displays users, by position name, which are currently logged into WebEOC.



11. Statewide Infrastructure Status

This board is an at-a-glance table showing the status of every municipality's/tribal nation's infrastructure status during an emergency event. This is an easily updated informational board that will give Unified Commands a quick snapshot of local conditions across the state. The table can be sorted by any heading and the status update is a simple drop down menu choice. Update this information as often as possible. This board will be used at the State EOC to form a larger picture of the extent of the emergency or disaster statewide.

Welcome, Robert Scata (Logout). You are logged in as Municipality Farmington in Training-Practice 2016

Statewide Infrastructure Status

Incident: Training-Practice 2016

Generate PDF

Page 1 of 2 Page 2 of 2

The following information is being entered from multiple sources and has not been officially validated or confirmed.

Region: All Records Search: Search Clear Search

Region	Municipality/Tribal Nation	EOC Activation Status	Local Declaration	Curfews	Evacuations	Fatalities	Injuries	Schools Impacted	Uninhabitable Residences	Critical Facilities Impacted	Public Transportation Closed	Last Update	Details
Region 3	Farmington	Open	Yes	No	Voluntary	0	0	Open	0	0	No	07/06/2016 11:52:51	Select
Region 1	Fairfield	Closed	No	No	None	0	0	Open	0	0	No	06/30/2016 07:36:27	Select
Region 2	Essex	Closed	No	No	None	0	0	Open	0	0	No	06/30/2016 07:36:27	Select
Region 3	Enfield	Closed	No	No	None	0	0	Open	0	0	No	06/30/2016 07:36:27	Select
Region 3	Ellington	Closed	No	No	None	0	0	Open	0	0	No	06/30/2016 07:36:27	Select
Region 1	Easton	Closed	No	No	None	0	0	Open	0	0	No	06/30/2016 07:36:27	Select

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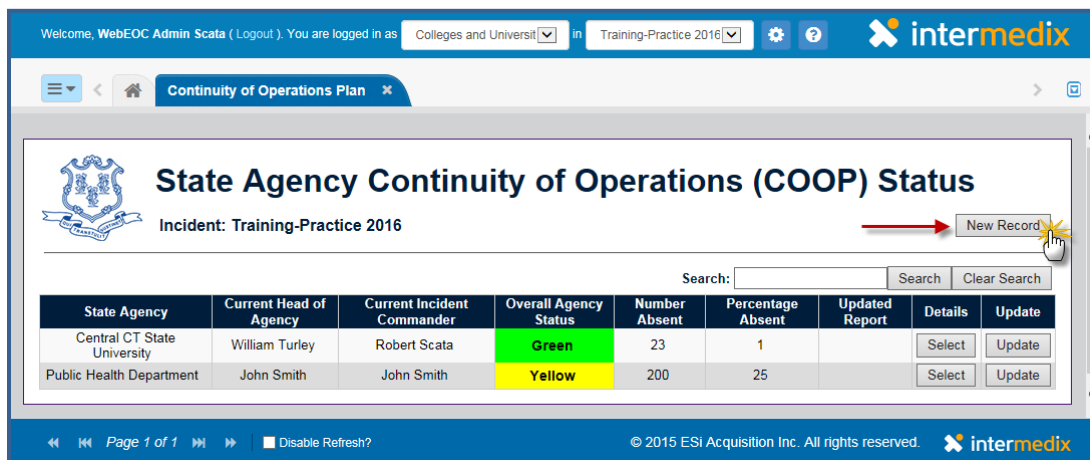
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This board is an at-a-glance table showing users' reported road infrastructure status during an emergency event. This is an easy to update informational board that will give all partners, especially ESFs 1, 3, 4, 5, 12, and 13, a quick snapshot of local road conditions across the state. The table can be sorted by any heading and the status update is a simple drop down menu choice. This board follows

the definitions of road closures as detailed in the CT Make-Safe procedures.
(See Attachment __)

12. State Agency Continuity of Operations (COOP) Status

State agencies log COOP reports for the DAS-BEST administration to correlate and monitor when requested. This board applies to state agencies only.



Welcome, WebEOC Admin Scata (Logout). You are logged in as Colleges and Universit in Training-Practice 2016

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Continuity of Operations Plan

State Agency Continuity of Operations (COOP) Status

Incident: Training-Practice 2016

New Record

Search: Search Clear Search

State Agency	Current Head of Agency	Current Incident Commander	Overall Agency Status	Number Absent	Percentage Absent	Updated Report	Details	Update
Central CT State University	William Turley	Robert Scata	Green	23	1		Select	Update
Public Health Department	John Smith	John Smith	Yellow	200	25		Select	Update

Page 1 of 1 Disable Refresh?

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in Scata (Logout). You are logged in as Colleges and Universi in Training-Practice 2016

Continuity of Operations Plan

State Agency Continuity of Operations (COOP) Status
Incident: Training-Practice 2016

Details

Updated Report: ☐ * Required field

* State Agency: Central CT State University

* Reporter Name: Robert Scata * DateTime: 03/10/2016 07:29:11

* Telephone Number: 860-256-0894 * Email: robert.scata@ct.gov

* Current Head of Agency: William Turley * Current Incident Commander: Robert Scata

*** Overall Agency Status**

GREEN YELLOW RED BLACK

Reported Staff Absences

* Number Absent: 44 8 Percent

Facility/Unit Closures at Present

Projected Closures in 48 hours

Absenteeism likely to disrupt priorities 1, 2 or 3:

Within 48 hours, absenteeism likely to disrupt priorities:

Critical Suppliers/Vendors indicate unable to perform:

In 48 hours, critical vendors likely unable to perform:

Requests for Special Assistance: None Amount/Type/Size/Etc.

Requests for Emergency Assistance: None Amount/Type/Size/Etc.

Special Assistance Available for Other Agencies: None Amount/Type/Size/Etc.

Emergency Assistance Available for Other Agencies: None Amount/Type/Size/Etc.

Sub-facility or Unit Absences

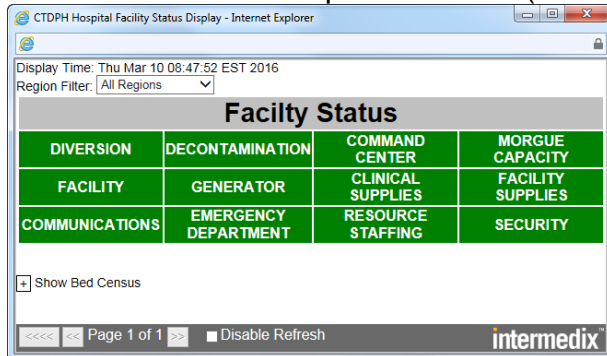
Location	Number Absent	Percent
Location 1:	0	0 Percent
Location 2:	0	0 Percent
Location 3:	0	0 Percent
Location 4:	0	0 Percent
Location 5:	0	0 Percent

The information contained on these WebEOC COOP boards is part of an emergency preparedness and response plan for state continuity of operations, the disclosure of which may result in a safety risk to one or more individuals, and/or government-owned institutions or facilities. Therefore, no information should be released to any individual without the prior written consent of the Commissioner of DEMHS

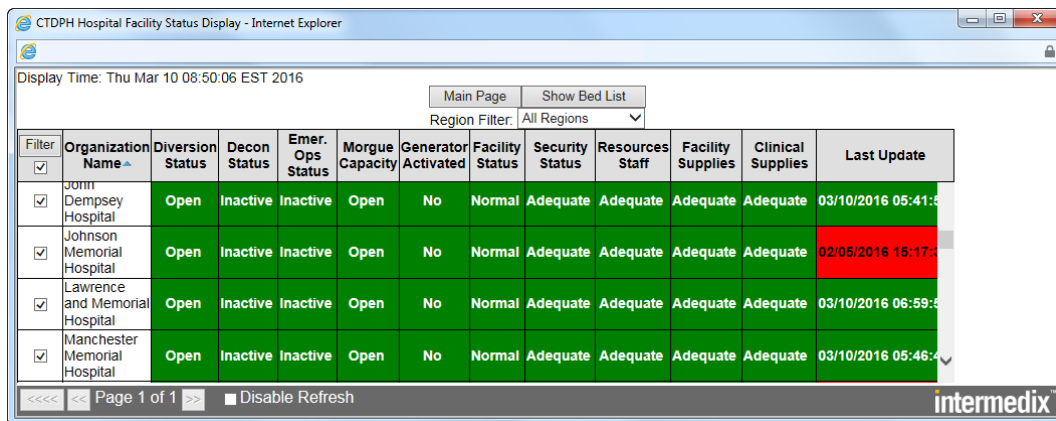
Delete Record Save Cancel

13. CT DPH Hospital Status

The CT DPH Hospital Status board allows WebEOC users to access information about Connecticut hospital statistics (ie. bed count, vaccination caches).



Detail View



14. Statewide Shelters and Centers

This board aggregates data from the entry board described earlier.

15. DSS Shelters

This shelter information is entered and updated by DSS and 211 Connecticut and is specific to DSS clientele.

Welcome, Robert Scata (Logout). You are logged in as Municipality Farmington in Training-Practice 2016

Statewide DSS Shelters

DSS Shelters
Incident: Training-Practice 2016

The following information is being entered from multiple sources and has not been officially validated or confirmed.

Region: All Records Search: Search Clear Search

Region	Shelter Name	Town	Capacity	Occupancy	Available	Shelter Status	Last Update	Details
Region 2	Area Congregations Together - Spooner House	Shelton	0	0	0	DSS Overflow Closed	03/16/2016 13:14:10	Select
Region 2	Columbus House	New Haven	0	0	0	DSS Overflow Closed	03/16/2016 13:14:17	Select
Region 5	Dorothy Day Hospitality House	Danbury	0	0	0	DSS Overflow Closed	03/16/2016 13:18:18	Select
Region 3	East Windsor Park Hill	East Windsor	70	0	70	DSS Funded Closed	03/16/2016 12:54:24	Select
Region 3	East Windsor Senior Center	East Windsor	100	0	100	DSS Funded Closed	03/16/2016 12:37:13	Select
Region 3	East Windsor Town Annex	East Windsor	10	0	10	DSS Funded Closed	03/16/2016 13:16:37	Select

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16. Public Information/Press Releases

This Board is simply a bulletin board where State and Local Municipalities and Tribal Nations press releases are displayed. This board can be used to post a direct message and there is the option to attach files.

Welcome, WebEOC Admin Scata (Logout). You are logged in as Municipality Wallingford in Training-Practice 2016

Public Information/Press Releases

Public Information
Event: Training-Practice 2016

The following information is being entered from multiple sources and has not been officially validated or confirmed.

Search: Search Clear Search

Title	Release Date/Time	Published By	Press Release	Update
test	12/08/2015 10:17:09			Update

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Welcome, WebEOC Admin Scata (Logout). You are logged in as Municipality Wallingford in Training-Practice 2016

Public Information/Press Releases

Public Information
Event: Training-Practice 2016

Press Release

Title:

Press Release: Browse...

Published By:

Published Date/Time: 3/10/2016 12:15:50

Save Cancel

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17. Chat/Chat Room

This Board is used by all users to post in a “blog/chat” format on any issues related to emergency preparedness and response. The “Create New Topic” button brings up a data entry screen where the user may note a topic name, include an attachment, and invite specific positions to the topic.

*** NOTE: All postings to this board become part of the WebEOC permanent record.**

Welcome, Robert Scata (Logout). You are logged in as Municipality Farmington in Training-Practice 2016

Chat

Training-Practice 2016

+ Create Topic Actions

Search

Topic of Discussion	Attachment
Sandbagging & Environmental Issues FAQ	View/Add to Discussion Edit Topic
Shelter FAQ	View/Add to Discussion Edit Topic

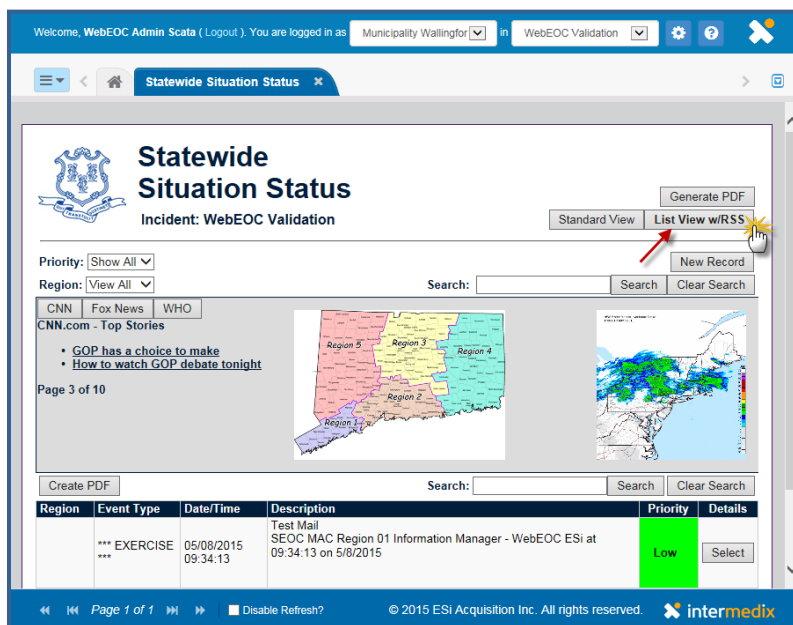
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18. Statewide Situation Status

This board gives a statewide snapshot of significant events. DEMHS controls this board and accepts input from state agencies or municipalities. It is setup as a “dashboard” with the current weather, a news scroll, and any significant current events. A municipality or state agency may submit an event for posting using the data entry screen, or by checking the box in an activity log entry. DEMHS will be automatically notified that a new entry exists and staff will review the entry for possible posting.



List View with RSS Feeds



TOOLS

Sign In-Out (Mobilization and Demobilization)

Used to track EOC attendance

Welcome, WebEOC Admin Scata (Logout). You are logged in as Municipality Lyme in WebEOC Validation

Sign In-Out
Incident: WebEOC Validation

Print Current EOC Staffing

Sign In/Out History Currently Signed In

Search: Search Clear Search

Position	Name	Contact #	Log In Time	Sign Out
----------	------	-----------	-------------	----------

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Welcome, WebEOC Admin Scata (Logout). You are logged in as Municipality Lyme in WebEOC Validation

Sign In
Incident: WebEOC Validation

Details

Position: Municipality Lyme
Name: Robert Scata
Location:
Contact #: 860-256-0894
Email: robert.scata@ct.gov
Date/Time In: 3/10/2016 12:52:57

Save Cancel

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Welcome, WebEOC Admin Scata (Logout). You are logged in as Municipality Lyme in WebEOC Validation

Sign In-Out
Incident: WebEOC Validation

Print Current EOC Staffing

Sign In/Out History Currently Signed In

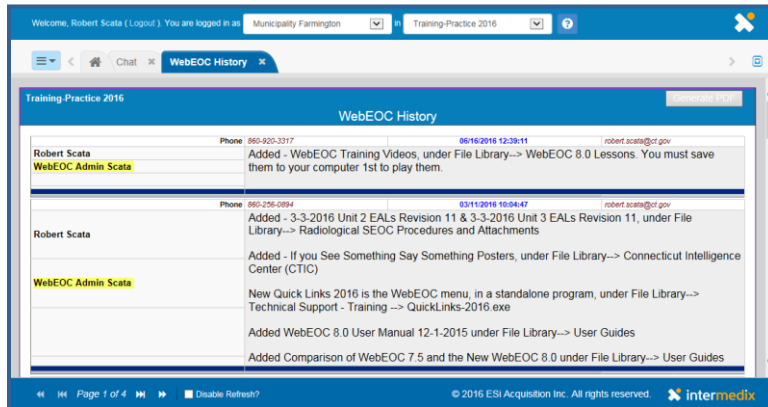
Search: Search Clear Search

Position	Name	Contact #	Log In Time	Sign Out
Municipality Lyme	Robert Scata	860-256-0894	03/10/2016 12:52:57	Sign Out

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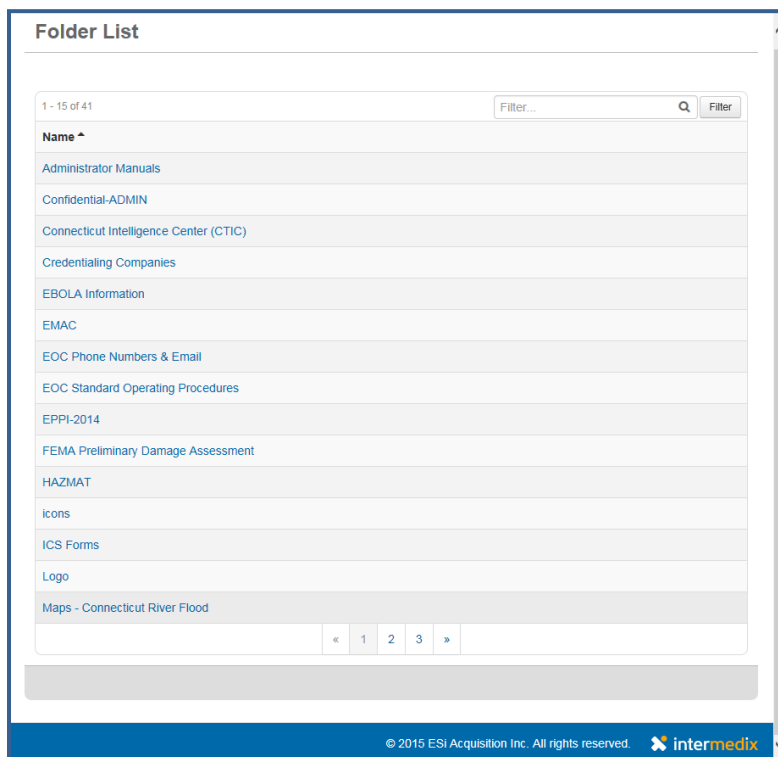
WebEOC History Board

This board provides a description of any changes that happen within WebEOC for users.



File Library Board

This board is where WebEOC users will find helpful documents by category. Hazard-specific procedures and the credentialing ID library can be found here.



Appendix A.

Important Notes

Be sure to click SAVE at the end of each data entry screen.

Report numbers: On some boards, there is a unique identifying or tracking number for each entry in the dashboard view. This number is not sequential, but it identifies each unique report so that it is distinguished from other entries.

SEOC/State Laptops Quick Link Reference (power point procedures)

